

# TECHNICIAN REGISTRATION RENEWAL APPLICATION INSTRUCTIONS

## To work as a technician in South Dakota, you must:

- Be a high school graduate or have attained a GED.
- Be hired/employed in a South Dakota licensed pharmacy or equivalent as a pharmacy technician before you can apply for a technician registration.

## General Information

- Current/Active technicians can renew between September 1- October 31 each year.
- All registrations will expire October 31. There is no grace period. You will not be able to work without a current/active registration.
- If you have ever been employed as a technician in South Dakota, do not complete a new technician registration application. You have an assigned technician number and must complete a technician renewal application even if your registration has expired.
- If you forgot your technician number, go to <http://doh.sd.gov/boards/pharmacy/verification.aspx>, Click on Individual Verification. Select Technician as your License/Registration type, enter your last name, check on 'I'm not a robot', then click search. Your registration number should come up.
- For current South Dakota Statutes and Rules pertaining to technicians, go to <https://doh.sd.gov/boards/pharmacy/>, under Quick Links, see law book link options.
- Administrative Rule (ARSD 20:51:29:06) requires a technician-in-training be certified within 2 years of new registration issue date.
- Registration fee is \$25.
- Payment method – Mastercard or Visa **ONLY**. If you do not have a Mastercard or Visa, purchase a Mastercard or Visa gift card to complete the payment for the application.
- A sampling of applications will be audited and reviewed for accuracy.

## You must complete the entire application process from start to finish in one sitting

- Online system does not retain information entered until the application has been submitted and payment process is completed.
- Have all of your personal information (DOB, SSN, education, work history), current employer's pharmacy license number, pharmacist-in-charge (PIC) name with South Dakota license number, NABP e-profile number (if applicable), and document(s) for upload, if applicable, ready before beginning the online application process.
- Certified technicians need to have a PDF of your certificate from PTCB or ExCPT.
- If you have education beyond high school, have school/training facility information, facility address, dates attended, field of study and if degree/certificate was received.

## Required Documents to be Uploaded

- If a certified technician, a PDF copy of your current certificate from either PTCB or ExCPT.
- Explanation of felony/misdemeanor, if applicable. Needed will be date, city, county, and state of charge(s). An uploaded document with an explanation(s) will also be required. Explanation information needed on separate sheet of paper is: a signed and dated explanation and copies of court records of the charges, convictions, charges found guilty of, or entered a plea of guilty or no contest to.

## After Application Submission Information

After your application has been submitted:

- Your registration will auto renew *unless*
  - Further information is needed.
  - The registrant will be emailed if additional information is needed
  - The Board will approve or deny the application, if applicable

After the registration is renewed, by logging back into your account, you will be able to do the following:

- To check application status
- Print technician registration, instructions begin on page 13
- To print a payment receipt, instructions begin on page 13

Licensure status can also be verified at:

- Verification page: <http://doh.sd.gov/boards/pharmacy/verification.aspx>

## START TECHNICIAN RENEWAL PROCESS HERE

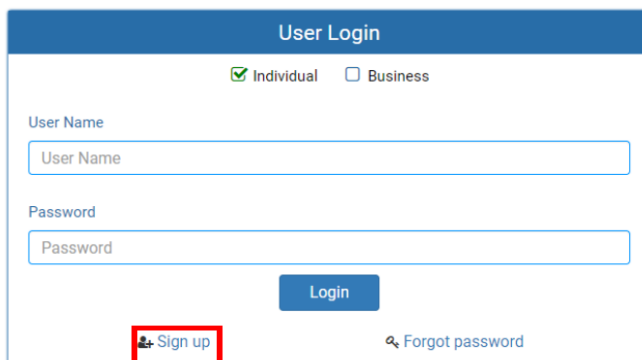
FIRST STEP: Set up account

SECOND STEP: After account is set up, click on Renew to begin

### Instructions:

1. Click on the link below for renewal of your Technician Registration. **Please Bookmark this page.**  
[https://sdbop.igovsolution.com/online/User\\_login.aspx](https://sdbop.igovsolution.com/online/User_login.aspx)
2. Click on 'Sign up' to set up account.

#### ONLINE BUSINESS PROFILE LOGIN

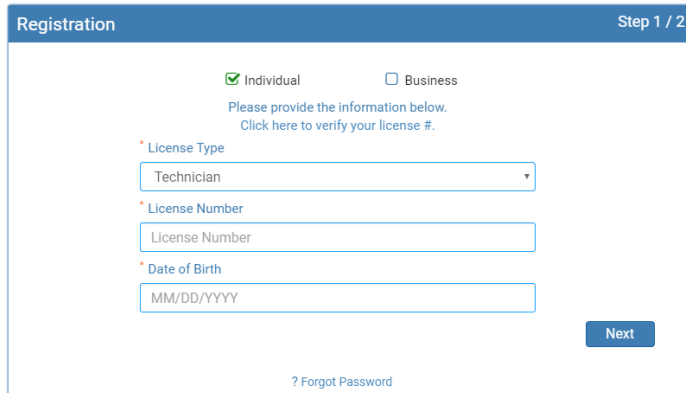


The 'User Login' form has a blue header. Below the header, there are two radio buttons: 'Individual' (checked) and 'Business'. There are two text input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom left, there is a 'Sign up' link with a user icon, which is highlighted with a red rectangle. At the bottom right, there is a 'Forgot password' link with a magnifying glass icon.

#### 2.1 Check Individual box,

- 2.1.1 Select 'Technician' from drop down menu as License Type,
- 2.1.2 Fill in your registration number (only the registration numbers, **no prefix** such as TT, CPhT, or GF),
- 2.1.3 Fill in your date of birth,
- 2.1.4 Click Next.

#### ONLINE PROFILE REGISTRATION



The 'Registration' form has a blue header with 'Step 1 / 2' on the right. Below the header, there are two radio buttons: 'Individual' (checked) and 'Business'. Below the radio buttons, there is a text prompt: 'Please provide the information below. Click here to verify your license #.' There are three text input fields: 'License Type' (a dropdown menu with 'Technician' selected), 'License Number', and 'Date of Birth' (with a placeholder 'MM/DD/YYYY'). A blue 'Next' button is positioned to the right of the 'Date of Birth' field. At the bottom center, there is a '? Forgot Password' link.

**2.2 Complete credentials information. Retain this information for future reference and use.** Click submit.

Credentials

Step 2 / 2

\* Email

Email

\* Confirm Email

Confirm Email

\* User Name

User Name

\* Password

Password

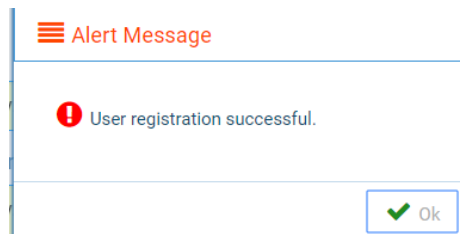
\* Confirm Password

Confirm Password

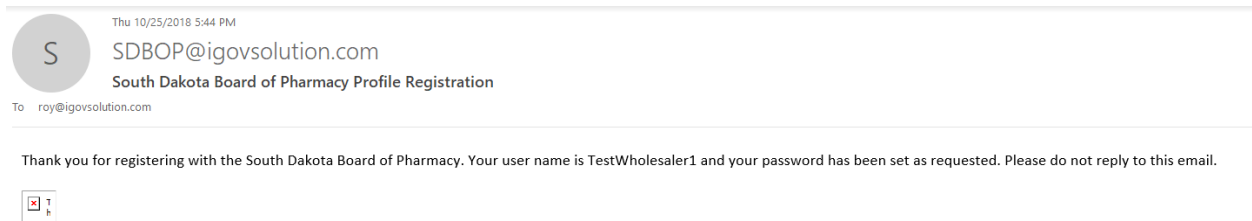
Previous

Submit

**2.2.1** Registration is successful when this alert message appears. Click OK, you will be returned to the log in page.



**2.3** Once user registration is successful an e-mail will be triggered to the e-mail that you provided during your registration with a similar message like below:



2.4 Use the User Name and Password to login in at the User Log In page. Once account is set up, you will return to the log in page or use this link: [https://sdbop.igovsolution.com/online/User\\_login.aspx](https://sdbop.igovsolution.com/online/User_login.aspx)

### ONLINE BUSINESS PROFILE LOGIN

**User Login**

☒ Individual    ☐ Business

User Name


Password

Login

[Sign up](#)
[Forgot password](#)

2.5 My Profile page – information to know before clicking ‘Renew’

- Personal information such as personal address and phone number can be updated at any time. If needing to update this information, click on edit to update information. Click save when complete.



Click the edit button to make changes to your information

Online Profile 08/16/2019

**Personal Information**

**Registration Information**

License	Type	Class	License #	Class	Issue Date	Class	Exp. Date	Class	Status	Class	Last Renewal Date	Renewal	Class
Technician									Current/Active			Renew	Print

**Home Address**

Save

**Personal Phone, Email and Fax**

Save

**Education Details**

No records found.

Add New

**Document Details**

Documents for the application need to be uploaded during application process. Only use this section for additional documents that are required outside of application process.

Document	Date	Document Type	Document	Date
	2/14/2019	Signature		2/14/2019

- **Registration Information:** This section contains the registration information details like, Type, Registration #, Issue date, Exp. Date, status, Last renewal date, Renewal. These are **non-editable fields**.

Registration Information

Type	License #	Issue Date	Exp. Date	Status	Last Renewal Date	Renewal	Get Quote
Technician				Current/Active		Renew	Print

- **Document details:** This section contains all the documents uploaded during the renewal process. *Do not upload documents here that are needed during the renewal.* After the renewal process, this section can be used if the registrant would like to upload any additional documents by using the correct document type from the Document type drop down list, use the attach document to select / browse the file from the local folder and then use the Upload document. Any documents that have been uploaded / showing in this Documents section can also be downloaded.

Document Details


Documents for the application need to be uploaded during application process. Only use this section for additional documents that are requested outside of application process.

Document Type:  Documents

Date	Document Type	File Name	User

- **Payment History Details:** To print a payment receipt, click on the printer under the receipt column.

Payment History

Receipt #	Payment Method	Date Received	Payer	Amount	Receipt
20190731000004126	Credit Card	07/31/2019			

Page size: 20 Records: 1 - 1 of 1 Pages: 1 of 1

- **Renewal Details:** In this section registrant can check the status of their Renewal application – if it's Pending or if it's Cleared. If it's Cleared, then in the Registration information grid will show the updated registration expiration date, Last renewal date. Also, you can print your online submitted Renewal form, if needed.

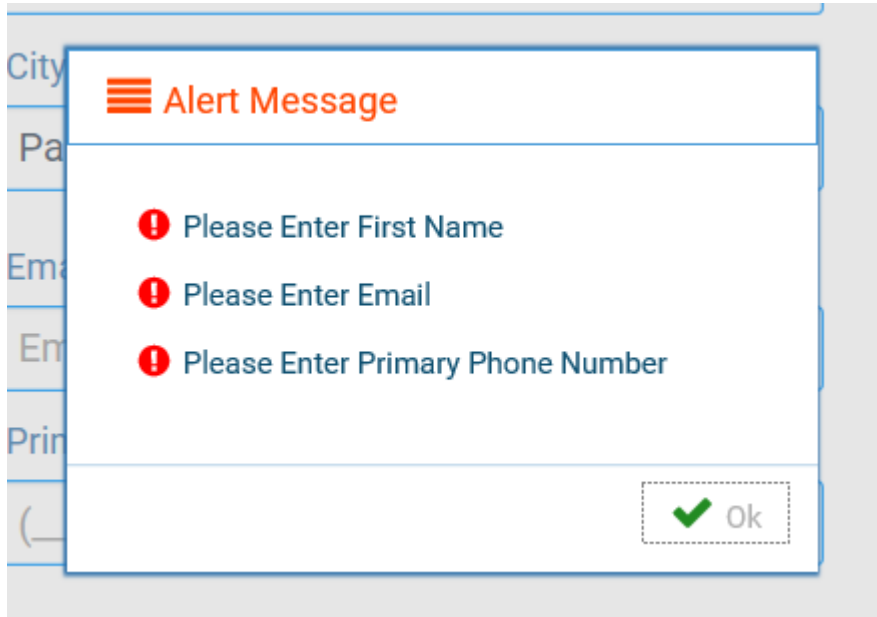
Renewal Details

Order ID	License Number	Renewal Date	Status	E-Signature	Print
2019073100000		07/31/2019	Cleared		

Page size: 20 Records: 1 - 1 of 1 Pages: 1 of 1

## General Notes

- 1) Mandatory fields are marked with a red \* in all screens and all those must be entered before clicking on next
- 2) Click on Next button to go to the next screen or click on Previous button to go back to the previous screen.
- 3) If mandatory fields are not entered, you will get an alert message that alerts to enter those fields like below:



3. After validating all the information in the My Profile section click on the Renew icon in the profile section under the Registration Information section.

Registration Information									
Type	Class	License #	Issue Date	Exp Date	Status	Next Renewal Date	Renew	Can Renew	
Technician					Current/Active		Renew	Direct	

4. After clicking on the Renewal icon click on the confirmation message. Click yes to continue.

### Confirmation Message

By continuing to renew my license/registration, I affirm that I have reviewed all the sections of my profile and the information in my profile is accurate.

☒ Yes
 ☐ No

**5. Review the renewal instructions then scroll to bottom of page, click next to begin renewal.**

**TECHNICIAN INSTRUCTIONS**

To work as a technician in South Dakota, you must:

- Be a high school graduate or have attained a GED.
- Be hired/employed in South Dakota as a pharmacy technician before you can apply for a technician registration.

**General Information**

- Current/Active technicians can renew between Sept 1st-Oct 31st each year.
- All licenses will expire October 31. There is no grace period. You will not be able to work without a current/active registration.
- For current Statutes and Rules pertaining to technicians, go to <https://doh.sd.gov/boards/pharmacy/>, under Quick Links, see law book link options.
- Administrative Rule (ARSD 26:51:29.06) requires a technician-in-training be certified within 2 years of new registration issue date.
- Renewal fee is \$25.
- Payment method – Mastercard or Visa ONLY.
- A sampling of applications will be audited and reviewed for accuracy.

**You must complete the entire renewal application process from start to finish in one sitting**

- Have all of your personal information (DOB, SSN, education, work history), current employer's pharmacy license number, pharmacist-in-charge (PIC) name with South Dakota license number, and document for upload, if applicable, ready before beginning the online renewal process.
- Online system does not retain any information entered until the application has been submitted and payment process is completed.

**Required Documents to be Uploaded**

- Explanation of felony/misdemeanor, if applicable. Needed will be date, city, county and state of charge(s). An uploaded document with an explanation(s) will also be required. Explanation information needed on separate sheet of paper is: a signed and dated explanation and copies of court records of the charges, convictions, charges found guilty of, or entered a plea of guilty or no contest to.

**After Application Submission Information**

After your application has been submitted, the Board will:

- Review the application for any issues identified
- Email registrant if additional information is needed
- Approve or deny the application

You must log back into the account at [https://sdtop.igovsolution.com/online/User\\_Login.aspx](https://sdtop.igovsolution.com/online/User_Login.aspx)

- To check application status
- Print registration
- Print a receipt

Application status can also be checked at:

Verification page <http://doh.sd.gov/boards/pharmacy/verification.aspx>

**Next**

## 6. TECHNICIAN INFORMATION PAGE

- a. Select Gender
- b. If you have a NABP e-profile ID, enter your number
- c. Enter the Pharmacist-in-charge license number of the pharmacy you are employed at, pharmacist name should populate
- d. Select Type of Technician
  - i. If Grandfathered (GF) is selected, click next to continue to Education Page
  - ii. If Technician-in-Training (TT) is selected
    1. Answer questions about training program, Click next to continue to Education Page
  - iii. If Certified Technician (CPHT) is selected
    1. Put in certification training program information
    2. Select certifying agency
    3. Provide certificate original issue date, certificate number, and current expiration
    4. Upload a copy of your current certification certificate from PTCB or ExCPT
    5. Click next to continue to Education Page

TECHNICIAN INFORMATION		
Registration Number 0000	First Name Test	Middle Name Middle Name
Last Name Technician	Maiden Name Maiden Name	
Mailing Address		
Address1 A22	Address2 A11	Address3 A33
Zip 57010	County CLAY	City Burbank
State SD	Email roy@igovsolution.com	Date of Birth 01/01/2000
Primary Number (999) 999-9999	Alternate Number ( ) - -	
Gender <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male		
NABP e-profile ID (if applicable) NABP e-profile ID		
* Pharmacist-in-charge South Dakota license number in your primary pharmacy location Pharmacist-in-charge South Dakota license number		
Pharmacist-in-charge Name at your primary pharmacy location Pharmacist-in-charge Name		
Type Of Technician <input type="checkbox"/> Technician-in-training (TT) <input type="checkbox"/> Certified Technician (CPHT) <input type="checkbox"/> Grandfathered Technician (GF)		
Previous		Next

## 7. EDUCATION Page

- a. Answer education question
  - i. If answered no, click next

EDUCATION
Have you attended schools or training beyond high school since your last renewal, Degree or Certificate Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No
Previous
Next

- ii. If answered yes, click on 'Click here To Add More' and fill in school/training information, click save once additional education information has been entered.

**EDUCATION**

Have you attended schools or training beyond high school since your last renewal, Degree or Certificate Obtained? ☒ Yes ☐ No

Schools/Training facilities [Click Here To Add More](#)

[Previous](#) [Next](#)

**Schools/Training facilities**

\* Name of school or training facility BEYOND high school  
Name of school or training facility BEYOND high school

**School/Training Address**

\* Address1 Address2 Address3  
School/Training Address Address2 Address3

\* Zip \* City \* State  
Zip City Select State

\* Date attended from \* Date attended to \* Field of Study  
MM/YYYY MM/YYYY Field of Study

Degree or Certificate Obtained ☐ Yes ☐ No

[Save](#) [Cancel](#)

- iii. When you save the information, it will appear on the main screen. You can delete the entry if it is incorrect or not needed as shown below:

1 Name of school or training facility BEYOND high school : Brigham university Address1 : 389 Park Address2 : Address3 : Zip : 38549 City : Byrdstown State : TN  
Date attended : 01/15-06/18 Field of Study : pharmacy Degree or Certificate Obtained : Yes [Delete](#)

- b. Click Next to continue to Employment Page.

## 8. EMPLOYMENT Page

- Enter pharmacy license number (Examples: 100-1234 or 200-1234). Pharmacy information should populate. Enter all other required information. Click on Next to continue.
- If not employed at a South Dakota pharmacy, click the box, 'If applicable, check this box if your employer is not a South Dakota Pharmacy', then fill in employer information.
- Select employment status
- Answer 'Do you have a second employer?'. If yes, then fill in information similar to primary employer information
- Click next to continue to Record of Discipline, Charges, and Convictions Page.

### EMPLOYMENT

Primary Pharmacy Employer Information

☐ If applicable, check this box if your employer is not a South Dakota Pharmacy

\* License # of Pharmacy

Employer Name

Employer Street Address1  Employer Street Address2  Employer Street Address3

Employer Zip code  Employer City  Employer State

Work Phone  Work Fax

Technician's Work Email  Technician's Job title  Average Hours Worked Per Week

\* Employment status (check one):  
☐ Full time ☐ Part Time ☐ Temporary ☐ PRN  
 Do you have a second employer? ☐ Yes ☐ No

Previous Next

## 9. RECORD OF DISCIPLINE, CHARGES, AND CONVICTIONS Page

- On the "Record of Discipline, Charges, and Convictions" page, answer all questions.
- If no is answered to all questions, click next.
- If Yes is answered to any of the questions, explanation(s) **must** be added and supporting document(s) **must** be uploaded.
- Click on Next to continue.

### RECORD OF DISCIPLINE, CHARGES, AND CONVICTIONS

\*Declaration of current impairment or limitations (ARSD 20:51:29:08)

1. In the past 5 years, have you ever been counseled, reprimanded, or terminated from a job because of the use of any drugs, alcohol, or other chemical substances? ☐ Yes ☒ No

2. Do you have any physical dependency or mental condition which in any way impairs or limits your ability to perform the duties of a pharmacy technician with reasonable skill and safety? ☒ Yes ☐ No

Physical or Mental dependency proof

\*Explanation

\*Felony or misdemeanor crimes (ARSD 20:51:29:09)

3. Within the past 5 years, have you ever been charged, convicted, found guilty of, or entered a plea of guilty or no contest to a felony or misdemeanor crime (other than minor traffic violations with fines under \$100)? ☐ Yes ☐ No

Note: Provide on separate sheet of paper, a signed and dated explanation and attach court records of the charges, convictions, charges found guilty of, or entered a plea of guilty or no contest to.

\*Disciplinary Action

4. Have you ever been disciplined or are there pending disciplinary actions against you or a registration or license by any licensing board? ☐ Yes ☐ No

Previous Next

## 10 . APPLICATION INPUT PREVIEW Page

- After completing the application, you will be able to review the application for any errors and correct the information by clicking on Previous buttons and correct in the appropriate screens.
- Click on Next button if everything is correct and proceed to the Affirm and Submit page.

**APPLICATION INPUT PREVIEW**

TECHNICIAN INSTRUCTIONS

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Previous
Next

## 10. AFFIRM AND SUBMIT Page

- Read and check the affirmation check box
- Date and fee amount will auto populate
- Select "Debit / Credit"
- Select Card Type (Mastercard or VISA **only** accepted)
- Enter name of person that appears on card
- Enter card number
- Enter card expiration date (MM/YY format)
- Enter card security code
- Click submit
- You will get confirmation number if successful
- You **must** click on the affirmation checkbox to the attestation information, enter your credit card information and click on Submit button to complete the application.

**AFFIRM AND SUBMIT**

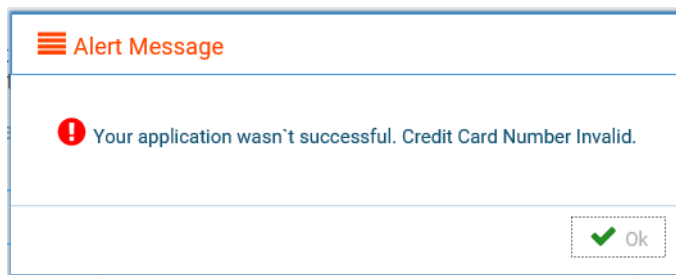
☐ I agree to abide by the South Dakota pharmacy law and the rules of the Board of Pharmacy. I declare and affirm under the penalties of perjury that this application has been completed by me, electronically signed by me, and to the best of my knowledge and belief, is in all things true and correct.

<p>* E-Signature of the person filling out this renewal</p> <div style="border: 1px solid #ccc; padding: 2px;">E-Signature</div>	<p>* Date</p> <div style="border: 1px solid #ccc; padding: 2px;">05/07/2019</div>	<p>License Fee</p> <div style="border: 1px solid #ccc; padding: 2px;">\$25.00</div>
<p>* Debit /Credit</p> <div style="border: 1px solid #ccc; padding: 2px;">Select</div>	<p>* Card Type</p> <div style="border: 1px solid #ccc; padding: 2px;">Select Card Type</div>	<p>* Person's Name on Card</p> <div style="border: 1px solid #ccc; padding: 2px;">Person's Name on Card</div>
<p>* Card #</p> <div style="border: 1px solid #ccc; padding: 2px;">Card #</div>	<p>* Expiration Date (MM/YY)</p> <div style="border: 1px solid #ccc; padding: 2px;">MM/YY</div>	<p>* Security Code (3-digit number)</p> <div style="border: 1px solid #ccc; padding: 2px;">Security Code</div>

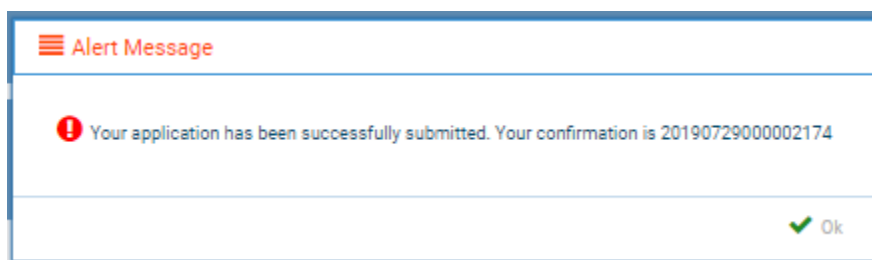
Previous
Submit

Please note that after you click the Submit button, you cannot make changes to your application.

- If you entered any invalid information, you will see a message indicating that your card was invalid.



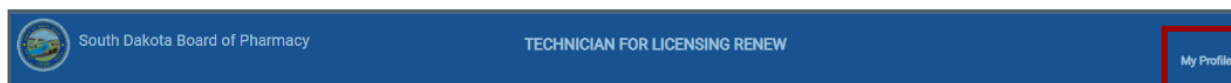
- m. Click on Ok and re-enter the correct information and click on submit to complete the application.
- n. If submission was successful, you will see a confirmation dialog box with a message indicating that your application was submitted successfully.



After successfully submitting your registration renewal *provided your application does not need to be reviewed*, your registration should auto renew.

- Applications will **not** auto renew if any regulatory question has been answered 'yes'

To print your registration immediately after it has auto renewed, click on 'My Profile' at the top right corner of the Print Application page at the end of the process



Go to the Registration Information section in My Profile and click on the blue 'Print' under certificate:

Registration Information							
Type	License #	Issue Date	Exp Date	Status	Last Renewal Date	Renewal	Certificate
Filters	Filters	Filters	Filters	Filters	Filters	Renew	Print
Technician				Current/Active		Renew	Print

## After the Renewal Process - Helpful Information

After the renewal process has been completed, at any time you can log back into this account to:

1. *To update your personal information* such as personal address and phone number. Click on the edit button in that section, make the corrections, then click save.
2. *To print your registration*
  - Go to the Registration Information section in My Profile and
  - Click on the blue 'Print' under certificate:

Registration Information

Type	License #	Issue Date	Exp Date	Status	Last Renewal Date	Renewal	Certificate
Filters	Filters	Filters	Filters	Filters	Filters	Renew	Print
Technician				Current/Active			

3. *To print a payment receipt*
  - Go to the Payment History section in My Profile,
  - Click on the printer in the receipt column for the needed receipt:

### Payment History

Receipt #	Payment Method	Date Received	Payer	Amount	Receipt
Filters	Filters	Filters	Filters	Filters	
20190731000004126	Credit Card			\$25.00	
Page size: 20	Records: 1 - 1 of 1	Pages: 1 of 1			

4. *Personal information such as personal address and phone number can be updated at any time.* If needing to update this information, click on edit to update information. Click save when complete.

**My Profile**

(Click the edit button to make changes to your information)

08/05/2019

**Online Profile**

**Personal Information**

First Name:  Middle Name:  Last Name:

**Registration Information**

Type	License #	Issue Date	Exp Date	Status	Last Renewal Date	Renewal	Get Photo
Technician				Current/Active		Renew	Print

**Home Address**

Address:  Address Line 2:  Address Line 3:

City:  Zip:  State:

County:

**Personal Phone, Email and Fax**

Phone #:  Alternate Phone:  Email:

Fax:

**Education Details**

No records found.

**Document Details**

Documents for the application need to be uploaded during application process. Only use this section to add those documents that are requested outside of application process.

Document Type:  Document:  % Done

**Documents**

File	Document Type	Document Name	Document Size	Document Date